

STUDENT INTERNSHIP OPPORTUNITY

State of Nevada Office of the State Treasurer

The Office of the State Treasurer is seeking a qualified student to become an integral part of the College Savings Division within the Las Vegas Office, located in the Grant Sawyer Building (555 E. Washington Avenue). This position will work specifically with the Nevada Prepaid Tuition and Nevada College Kick Start programs, and assist in other areas as needed.

The intern should expect to support all aspects of the College Savings Division, including:

- Assisting with marketing and outreach event planning and execution
- Expanding social media presence
- Making phone calls to private and public sector businesses to share college savings materials and programs
- Building business relationships within the community
- Data entry and assembling marketing materials for distribution.

This is a dynamic opportunity to work in public service for the Office of the State Treasurer's and to interact with the private sector, including nonprofit organizations focused on education and family.

Qualifications

- Good Organizational Skills
- Professional appearance and decorum
- Outgoing Personality
- Excellent Communication Skills

This is an **unpaid** internship for college juniors, seniors, or graduate students with a minimum 3.0 GPA. This position requires a 15 hour commitment per week

Interested students are encouraged to apply, regardless of their major. It is an excellent opportunity for learning and development within the structure of state government under the direction of an elected official. The intern should desire a well-rounded experience and be able to adapt to a dynamic, professional work environment.

If you meet the above requirements you may forward a current resume and cover letter to Sheila Salehian, Senior Deputy Treasurer, at [**sasalehian@nevadatreasurer.gov**](mailto:sasalehian@nevadatreasurer.gov).